

RESOLUTION NO. 48-2013

Adopting Job Descriptions for the Positions of Systems Administrator and Part-Time Communications Specialist.

WHEREAS, City Council wishes to adopt a job description for the position of Systems Administrator; and,

WHEREAS, City Council wishes to adopt a job description for the position of Part-Time Communications Specialist;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Systems Administrator (Class Specification No. 237) as attached hereto be and the same is hereby adopted.

SECTION 2. That the job description for the position of Part-Time Communications Specialist (Class Specification No. 238) as attached hereto be and the same is hereby adopted.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in full in the appropriate record book.

Adopted December 9, 2013

[Signature on File]
President of Council

Attest:

[Signature on File]
Temporary Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: SYSTEMS ADMINISTRATOR	CLASS: 237
Department: Administration	Title Originated: December 2013
Date: December 9, 2013	Title Revised:
Reports To: Asst. to the City Manager/ IT Manager	Updated:

General Statement of Duties

Under the direction of the Assistant to the City Manager/ Information Technology Manager, the Systems Administrator is responsible for oversight of network server administration. This position assists in the configuration of security for network systems, as well as, the City's firewall, spam filtering systems and anti-virus systems. The Systems Administrator also provides technical support to City departments including operational support for computer systems, and the installation of IT equipment and application software.

Essential Functions of the Position:

Manages servers and their associated operating systems and software, including performance of server backups.

Administers and maintains end user accounts, permissions and access rights for citywide applications.

Performs oversight of email and SQL database systems administration.

Provides support for maintenance of Internet/Intranet/Extranet web functions and technologies such as TCP/IP addressing, DHCP, DNS, VLAN, HTML, XML, hardware/software firewall, and other related security applications.

Install licensed software products; monitor, maintain, replace PC, server, network and related technology equipment; create, maintain, monitor and remove network user accounts, server software and applications.

Evaluate and recommend computers, servers, application software, and network hardware; train users on hardware and software systems.

Resolve complex problems or malfunctions of systems hardware and software and provide guidance, assistance coordination and follow up on user questions.

Plan and prepare technical reports, memoranda and instructional manuals as overall documentation of network and network adjustments and maintenance.

Assist in tuning and optimizing citywide network to maximize data transmission efficiency.

Work on projects and information that must be kept confidential.

Work with department personnel to analyze current operational procedures, identify problems and learn specific inputs and output requirements to provide possible IT solutions.

Knowledge, Skills and Abilities:

Experience with computers & server hardware, firewalls, Ethernet, fiber optics, network design, and technologies.

Knowledge and experience with Microsoft Windows desktop and server operating systems, Active Directory & Group Policy, Microsoft Exchange, Microsoft SQL Server, and Microsoft Office applications.

Communication and drafting skills to prepare instructional manuals, network topologies and network documentation.

Ability to express logical methodology for investigation and problem solving; Ability to communicate technical systems in layman terms both orally and in writing.

Ability to work independently and report progress or problems on time sensitive projects.

Ability to direct, document and supervise the work of outside contractors.

Ability to study existing IT systems to evaluate effectiveness and work to develop improvement in overall computing resources; Knowledge of software analysis tools.

Ability to quickly and efficiently travel from location to location to support hardware and software systems.

Possess the tact and courtesy to deal with the public and other staff while performing assigned duties.

Possess the ability to lift and carry at least 50 lbs. and to climb and crawl to maintain network cabling and systems and willingness to work in confined spaces as needed.

Possess a valid Ohio driver's license.

Minimum Requirements of the Position:

Bachelor's degree in Information Systems, Information Technology, Computer Science or other related field or any equivalent combination of experience and training which provides the required knowledge, skill and abilities. Experience with Local and Wide Area Networks (LAN & WAN), application software, network & node attached devices, and troubleshooting hardware /software problems.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. __ -2013; Effective _

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Part-Time Communications Specialist	CLASS: No. 238
Department: Parks & Recreation	
Date: December 9, 2013	Title Revised:
Reports To: Marketing and Outreach Supervisor	Updated:

General Statement of Duties

Under the direction of the Marketing and Outreach Supervisor, or other designated full-time staff, the Part-time Communications Specialist is responsible for Department interface with social media. The position assists with the graphic design of activity brochures and marketing materials, and the implementation of department-wide branding. Assistance is also provided for special events, as needed. Work is performed independently with general guidance.

Essential Functions of the Position:

Oversee social media communications and website updates for the Department.

Work with new and emerging media to communicate and market Department activities as well as to enhance customer experiences.

Assist with development of brand appropriate print and digital publications including graphic design.

Knowledge, Skills and Abilities:

Experience with marketing and public relations.

Experience with social media and emerging media communications.

Ability to successfully use desktop publishing tools and software; graphic design tools and other computer applications.

Knowledge and application of communication strategies and techniques.

Strong verbal and written communication skills.

Experience with photography and the ability to photograph Department projects, activities and events.

Ability to maintain effective relationships with staff and the public.

Ability to work flexible hours including weekends and evenings as necessary and scheduled.

Minimum Requirements of the Position:

Graduation from an accredited college or university with a major in Communications, Public Relations, Marketing, or closely related field; or equivalent combination of experience and training which provides the required knowledge, skill and abilities

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. You may be asked by supervisors or managers to perform other duties. The City has the right to revise this job description at any time.

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